

## The ACT for Tennessee Statewide Test STANDARD TESTING REQUIREMENTS

*All schools must meet these standard testing requirements on the initial test administration.*  
***This document does not replace the comprehensive information provided in the Supervisor's Manual.***

### Facilities

- ◆ Choice of test rooms for standard time administration
  - Uncrowded seating – prefer classrooms with 25-30 examinees
  - Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements below)
  - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces
  - No lapboards permitted; temporary surfaces resting on chair arms or back of chair in front must be reviewed and approved by ACT prior to use
  - Must accommodate both test booklet and answer document
- ◆ Seating arrangements (requirements apply equally to desks and tables)
  - Seats must be assigned by testing staff as students enter room
  - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
  - Minimum of 3 feet apart front-to-back (measured head-to-head)
  - All students must face the **same** direction, directly behind one another
- ◆ Freedom from distractions
  - Only persons assisting with that day's administration may be in the room
  - Uninterrupted morning required for testing (3 1/2 hours minimum)
  - No unnecessary noises (bells, public address system, etc., must be turned off)
  - Test rooms must be separated from regular school activities

### Personnel

- ◆ **Test supervisors (and their back-ups) have access to secure test materials prior to testing. To avoid the appearance of a conflict of interest—and to protect relatives or wards from allegations of impropriety—test supervisors (and their back-ups) may *not* be related to *any* examinee participating in state testing with standard time this year *anywhere* in Tennessee. Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.**
- ◆ Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
- ◆ To avoid the appearance of conflict of interest, testing staff may **not** be:
  - Involved in ACT test preparation outside of normal teaching responsibilities
  - Enrolled in high school
- ◆ Room supervisors and proctors may **not** assist in a room where any relative is testing
- ◆ Adequate training for all staff
  - Testing staff must have read and be familiar with the Supervisor's Manual
  - A local training session for all staff is required before testing
  - Each room supervisor must have a complete copy of the Supervisor's Manual in the test room
- ◆ Attentiveness during testing—testing staff must:
  - Focus on monitoring tests (reading, grading papers, other personal work **not** permitted)
  - Circulate frequently around the room to monitor examinees
  - Recognize the potential for prohibited behavior and take action as instructed in Supervisor's Manual
- ◆ Exact compliance with Supervisor's Manual required, including reading spoken instructions verbatim

### **Security**

- ◆ All test sites must test on the designated test day with testing as the first activity of the morning. All room supervisors must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Students whose schedules normally start earlier or later, including night school students, must adjust to meet this requirement.
- ◆ Constant security of materials
  - Receipt, check-in, and verification of test booklets by serial numbers
  - Restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
  - Answer documents not returned to students after test responses gridded
  - Immediate and complete return of all materials to ACT
- ◆ Proper identification of examinees by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT to handle administration irregularities

### **Exact timing of tests**

- ◆ More than one timepiece must be used in each room to ensure accurate timing
- ◆ Time remaining may not be posted
- ◆ Announcement of five minutes remaining must be read verbatim from the Supervisor’s Manual

### **Documentation of test day procedures**

- ◆ ACT State Testing Staff List returned for each school with answer documents
- ◆ ACT State Testing Roster, Seating Diagram, Test Booklet Count Form, and Time Verification Form returned for each room
- ◆ Supervisor’s Report Form completed accurately under which are answer documents returned for scoring
- ◆ Irregularity Report(s) returned with any voided answer documents attached